



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, NOVEMBER 16, 2005  
12:00 NOON  
2 CORAL CIRCLE  
MONTEREY PARK, CALIFORNIA 91755  
(323) 890-7001**

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1. **Call to Order**
2. **Roll Call**

**Henry Porter, Jr., Chair**  
**Lynn Caffrey Gabriel, Vice Chair**  
**Severyn Aszkenazy**  
**Philip Dauk**  
**Sharon M.Y. Lowe**  
**Andrew Nguyen**  
**Dora Nowden**

3. **Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of October 26, 2005

4. **Report of the Executive Director**

5. **Staff Presentations**

Quarterly Contract Status Report – Geoffery Siebens  
Office of Community and Education Partnership – Linda Alexander

6. **Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.



## Regular Agenda

7. **Approve Commission 2006 Meeting Schedule**
8. **Approve Construction Contract for Site Improvements at Sundance Vista and Whittier Manor Housing Developments (1)**  
Recommend approval of environmental findings that site improvements at the Sundance Vista family housing development, located at 10850 South Laurel Avenue in unincorporated Los Angeles, and the Whittier Manor senior housing development, located at 11527 Slauson Avenue in the City of Whittier, are exempt from the provisions of the California Environmental Quality Act (CEQA) because the work will not have the potential for causing a significant effect on the environment; recommend award of a Construction Contract to AZ Home, Inc. to complete the site improvements; and authorize the Executive Director to use Capital Fund Program funds in the amount of \$113,850 for contract costs and a maximum of \$22,770 for unforeseen project costs. (APPROVE)
9. **Approve Elevator Maintenance Services Contract for 14 Senior Housing Developments (ALL DISTRICTS)**  
Recommend approval and authorize the Executive Director to execute a one-year contract for Elevator Maintenance Services, in the amount of \$52,373.16, with Excelsior Elevator Corporation, to provide elevator maintenance services for 36 elevators at the 14 senior housing developments identified in Attachment B; authorize the Executive Director to use for this purpose \$43,748.60 in Conventional Public Housing Program funds and \$8,624.56 in Project-Based Section 8 Program funds; authorize the Executive Director to extend the contract at a cost of \$53,421.00 for the second year and \$54,488.64 for the third year, using funds approved through the annual budget process; and approve related actions. (APPROVE)
10. **Approve Rent Comparable System and Related Consulting Services Contract for Section 8 Housing Choice Voucher Program (ALL DISTRICTS)**  
Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute a one-year Rent Comparable System and Related Consulting Services Contract (Contract), and related documents, with Market Vision Partners, LLC, in an amount not to exceed \$125,000, to provide Internet-based rent reasonableness services for the Section 8 Housing Choice Voucher Program, and to use for this purpose a total of \$125,000 in Section 8 Housing Choice Voucher Program Administrative Fees allocated by the U.S. Department of Housing and Urban Development (HUD). (APPROVE)
11. **Housing Commissioner Comments and Recommendations for Future Agendas**  
Housing Commissioners may provide comments or suggestions for future Agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at Marisol.Ramirez@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
MINUTES FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, October 26, 2005

The meeting was convened at the Orchard Arms housing development located at 23520 Wiley Canyon Road, Valencia, California.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Henry Porter, Jr. at 12:20 p.m.

**ROLL CALL**

	<b><u>Present</u></b>	<b><u>Absent</u></b>
Severyn Aszkenazy	X	
Philip Dauk	X	
Lynn Caffrey Gabriel		X (Jury Duty)
Sharon M.Y. Lowe	X	
Andrew Nguyen	X	
Dora Nowden	X	
Henry Porter, Jr.	X	

**PARTIAL LIST OF STAFF PRESENT:**

Bobbette Glover, Assistant Executive Director  
Rebecca Craigo, Director, Assisted Housing Division  
Maria Badrakhan, Director, Housing Management Division  
Esther Keosababian, Assistant Director, Housing Management Division  
Carolina Romo, Manager, Housing Management Division  
Arlene Black, Manager, Housing Management Division

**GUESTS PRESENT:**

No guests were in attendance

**Reading and Approval of the Minutes of the Previous Meetings**

On Motion by Commissioner Dauk, seconded by Commissioner Nowden, the Minutes of the Regular Meeting of August 24, 2005, were approved.

**Agenda Item No. 4 - Report of the Executive Director**

This report was presented by Bobbette Glover with staff participation.

Bobbette Glover introduced Arlene Black who provided information on the Orchard Arms housing development and introduced North County staff.

Ms. Glover commented on the *Long Beach Press Telegram* article regarding the *Leadership and Public Service Award* that has been awarded to Carlos Jackson by California State University Long Beach for partnering with local universities to provide tutoring and job training to public housing residents.

**Agenda Item No. 5 - Staff Presentations**

Pat Jones provided a presentation on the Section 8 Management Assessment Program (SEMAP) that is HUD's mechanism for evaluating the performance of housing authorities.

A recommendation was made to submit a letter to the Board of Supervisors regarding Items 7 and 8 of the Section 8 Management Assessment Program (SEMAP) to make the scoring indicators of PHA system more equitable.

**Agenda Item No. 6 Public Comments**

No members of the public were in attendance

### **Regular Agenda**

**On Motion by Commissioner Lowe, seconded by Commissioner Nowden, and unanimously carried, the following was approved by the Housing Commission:**

**MOTION TO AMEND HOUSING AUTHORITY PUBLIC  
HOUSING HOMELESS POLICY  
AGENDA ITEM NO. 7**

Recommend that the Board of Commissioners approve the Motion by Supervisor Burke to amend the Housing Authority's Admissions and Continued Occupancy Policy to include provisions to assist homeless victims of Hurricane Katrina.

**On Motion by Commissioner Dauk, seconded by Commissioner Aszkenazy, and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE JANITORIAL MAINTENANCE SERVICES CONTRACT FOR CARMELITOS  
AND HARBOR HILLS (4)  
AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute a one-year Contract for Janitorial Maintenance Services, and all related documents, with Maxim Building Care, Inc., to provide janitorial maintenance services for common areas and offices at the Carmelitos and Harbor Hills housing developments, located at 1000 Via Wanda, Long Beach and 26607 South Western Avenue, Lomita, respectively, and to use for this purpose a total of \$52,559.56 in Conventional Public Housing Program funds allocated by the U.S. Department of Housing and Urban Development (HUD).
2. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the one-year Contract, following approval as to form by County Counsel, to extend the time of performance for a maximum of two years, in one-year increments, at the same yearly amount, using funds to be approved through the annual budget process.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the Contract, following approval as to form by County Counsel, in an amount not to exceed \$13,139.89 per year, to provide for any unforeseen needed janitorial maintenance services, using the same source of funds.

**Agenda Item No. 9 - Housing Commissioner Comments and Recommendations  
for Future Agenda Items**

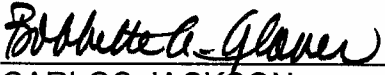
Commission Porter thanked the staff for including the newspaper articles in the agenda packets.

It was requested that staff provide a list of activities for any upcoming holidays events for Housing Authority clients.

The next scheduled meeting of the Housing Commission will be held at 12:00 Noon on Wednesday, November 16, 2005, at 2 Coral Circle, Monterey Park, CA 91755.

On Motion by Commissioner Lowe, the Regular Meeting of October 26, 2005, was adjourned at 1:19 p.m.

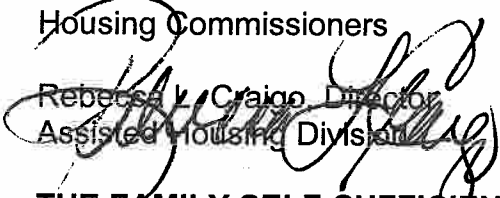
Respectfully submitted,

  
for CARLOS JACKSON  
Secretary -Treasurer

**Housing Authority - County of Los Angeles**

**FOR YOUR INFORMATION ONLY**

November 16, 2005

TO: Housing Commissioners  
FROM:  Rebecca L. Craig, Director  
Assisted Housing Division  
RE: **THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM**

**FSS Program Update**

For the month of October, three educational reimbursements were awarded to FSS participants to assist with college tuition for Fall 2005. FSS provided bus passes to five working families to assist with their commute to work or school. Resource information for emergency health and nutrition, employment opportunities, home ownership workshops and domestic violence were requested and mailed to twenty-three families.

On October 27, 2005 FSS held a workshop for eleven Housing Choice Voucher FSS participants searching for a new rental unit. Staff provided property rental listings and informed participants of the current payments standards and voucher size policies. In addition, information on budgeting, saving money, and homeownership were provided.

**Graduates**

This month, 4 families graduated from the FSS program. The total number of graduates to date is 145.

If you have any questions, please call me at (562) 347-4880.

RLC:MF:CL:dt  
Commissionreport1005

**Housing Authority - County of Los Angeles**

November 8, 2005

TO: Housing Commissioners

FROM: Bobbette A. Glover, Assistant Executive Director

**SUBJECT: QUARTERLY CONSTRUCTION CONTRACT STATUS REPORT**

Attached is the quarterly construction contract status report, which includes all Housing Authority "active projects." The report is comprised of the summary status as entered in TRACKER by the assigned project managers in CMD, as of today. These contracts have been approved by the Housing Commission and the Board of Commissioners and are in construction or closeout phases.

Any contracts for which the Notice to Proceed has not yet been issued will appear in the next report.

One or more CMD representatives will be available at the November 16, 2005 Housing Commission meeting to answer questions.

BG:rr:quarterly

Attachment



# Contract Status Report

<b>Project Filter Options</b>		<b>Program:</b> All Programs	<b>Proj. Manager:</b> All Managers
<b>District:</b> All Distr.	<b>Department:</b> Construction Management	<b>Team Member:</b> All Team Members	
<b>Dev. Stage:</b>	Active	<b>Fund Source:</b> All funds	

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Cng Orders	Approved Payments	%Cmpl	Status	
								Pending Action	Forecast
1st	Maravilla Electrical Systems Tracker #: TP000279	Skips Electric Inc.	\$9,800	\$9,800	0%	\$0	0%	A meeting is scheduled for 11/10 with HMD, CMD, and consultant to go over the scope of work to repair and/or test the existing system. The underground system installation will be put on-hold indefinitely. Consultant will design the required reconections needed and after that work is completed by a contractor, the temporary power poles may be removed from the site.	
1st		EDWIN G. BOWEN COMPANY INC	\$467,907	\$546,084	17%	\$374,942	69%		
1st		ROKNI ELECTRIC COMPANY INC.	\$12,000	\$22,500	88%	\$22,500	100%		
1st		Edwin G. Bowen Company Inc.	\$74,876	\$74,876	0%	\$58,550	78%		
1st	Nueva Maravilla Parking Lot Replacement (FY04-05) Tracker #: TP001611	Commercial Paving & Coating	\$125,000	\$125,000	0%	\$107,870	86%	Concrete parking lot at administration building is completed. Next, striping and sealing of community building parking lot and storm water clarification unit will be completed. Overall, project 80% completed.	
1st	Villa Nueva RHCP FY 04-05 Tracker #: TP001754	CWS Systems Inc.	\$244,231	\$249,715	2%	\$249,715	100%	Work complete and accepted by HMD.	
2nd	107th St. Housing Development (501-02-03) Tracker #: TP000861	M.L. CONSTRUCTION	\$650,283	\$929,076	43%	\$762,907	82%	Closeout package including Notice of Completion and Retention Release request is being routed for signatures.	
								Exterior patio railings and stucco's final coat are in progress. Courtyard walls are painted; landscape to follow. Manager's unit ready to be occupied. Project approximately 85% complete.	

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Cng Orders	Approved Payments	%Cmpl	Status	
								Pending Action / Forecast	
2nd	91st St Seismic Retrofit (1109 W) (501-04) <u>Tracker #:</u> TP001895	M.L. CONSTRUCTION	\$262,100	\$262,100	0%	\$0	0%	The project was approved by the Housing Commission on 9/28/2005 and by the Board on 10/11/05.	The start of construction will be scheduled for mid-January 2006, because of the contractor's current workload with us.
2nd	Southbay Gardens Balconies and Exterior Renovation <u>Tracker #:</u> TP001508	M.L. CONSTRUCTION	\$880,000	\$880,000	0%	\$0	0%	The major balcony work has begun. The project team meets weekly to resolve issues as they arise. The work is about 35% complete overall.	
3rd	Westkroll & Palm Cabinet Replacement and Building Improvement <u>Tracker #:</u> TP001158	TORRES CONSTRUCTION CORPORATION	\$954,000	\$980,211	3%	\$980,211	100%	All change orders and credits have been negotiated. We expect to release the retention payment by the end of the calendar year.	
4th	Carmelitos Gas Lines (501-04) <u>Tracker #:</u> TP001163	ML CONSTRUCTION	\$143,360	\$143,360	0%	\$36,026	25%	Phase I (22 test units): Contractor has completed interior work for buildings 53 & 54. Currently, working on building 55. Project is 25% completed.	
TOTALS:			\$3,823,557	\$4,222,722	10%	\$2,592,720			

**Housing Commission  
2006 Meeting Schedule  
12:00 noon**

<u>Date</u>	<u>Site</u>	<u>Address/ Telephone #</u>	<u>District</u>	<u>Description</u>
January 25	Nueva Maravilla	4909 Cesar E. Chavez Ave. Los Angeles, CA 90022 (323) 260-2188	1	504 Units of Family / Senior Housing
February 22	CDC/Housing Authority	12131 Telegraph Rd. Santa Fe Springs, CA 90670 (562) 347-4663 ext # 8196	N/A	N/A
March 22	Lancaster Homes	711-737 W. Jackman Street Lancaster, CA 93534 (661) 255-5818	5	120 Units of Senior Housing
April 26	CDC/Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A
May 24	Carmelitos	851 Via Carmelitos Long Beach, CA 90805 (562) 423-5464	4	713 Units of Family / Senior Housing
June 28	CDC/Housing Authority	12131 Telegraph Rd. Santa Fe Springs, CA 90670 (5260) 347-4663 ext # 8196	N/A	N/A
July 26	South Bay Gardens	230 E. 130 <sup>th</sup> Street Los Angeles, CA 90061 (323) 242-1717	2	100 Units of Senior Housing
August 23	CDC/Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A
September 27	Marina Manor	3405 Via Dolce Marina Del Rey, CA 90092 (323) 653-3090	3	71 Units of Senior Housing
October 25	CDC/Housing Authority	12131 Telegraph Rd. Santa Fe Springs, CA 90670 (562) 347-4663 ext # 8196	N/A	N/A
November 22	South Whittier Community Resource Center	10750 Laurel Ave. Whittier, CA 90605 (562) 946-2425	1/4	Community Center
December 27	CDC/Headquarters	2 Coral Circle Monterey Park, CA 91755 (323) 890-7001	N/A	N/A



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**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

November 16, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR SITE IMPROVEMENTS AT  
SUNDANCE VISTA AND WHITTIER MANOR HOUSING DEVELOPMENTS (1)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the site improvements at the Sundance Vista and Whittier Manor family and senior housing developments, located at 10850 South Laurel Avenue and 11527 Slauson Avenue, Whittier, respectively, in unincorporated Los Angeles, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract (Contract) in the amount of \$113,850 to AZ Home, Inc., to complete the site improvements at the subject properties; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$113,850 in Capital Fund Program (CFP) funds, for the purposes described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$22,770 for unforeseen project costs, using the same source of funds.



**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award a Construction Contract to complete site improvements at the Sundance Vista and Whittier Manor housing developments.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$113,850 in CFP funds included in the Housing Authority's approved Fiscal Year 2005-2006 Budget. A 20 percent contingency, in the amount of \$22,770, is also being set aside for unforeseen costs using the same source of funds. The staff estimate to complete the work is \$128,560.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On April 17, 2004, the Board authorized the Housing Authority to submit, as part of the Agency Plan, a CFP application to the U.S. Department of Housing and Urban Development (HUD) to provide funding for the modernization of all of its public housing sites. HUD subsequently approved the application, including funding for rehabilitation of the subject properties.

The Sundance Vista housing development is comprised of 28 three-bedroom and 13 four-bedroom units of family housing. The Housing Authority wishes to retain the services of AZ Home, Inc. to complete the following improvements at the subject housing development: construct a basketball area and install a new eight-foot high wrought iron fence between the proposed basketball area and the housing units; install three new window guards with emergency foot releases to protect unit windows from the basketball play area; remove five concrete wheel stops in the parking lot and re-stripe the parking lot; install new low fencing to discourage heavy foot traffic through the front yards for four housing units; construct a new recreation area with three benches, a trash receptacle, a barbecue grille, and a picnic table; install new landscaping and modify the existing irrigation system; and perform minor grading and other related work.

The Whittier Manor housing development is comprised of 48 one-bedroom and one two-bedroom units of senior housing. The Housing Authority wishes to retain the services of AZ Home, Inc. to also complete the following improvements at the subject housing development: install new three-foot-high wrought iron fencing on top of existing concrete block walls along the north, east, and south sides of the property; secure existing fence panels and the gate towards the north side rear yard; replace existing fence panels and widen the concrete area by the main entrance gate; add fence pickets to increase the height of two existing gates along the south side of the property; replace a total of 14 wall mounted exterior light fixtures to match existing lights throughout the

housing development; replace the existing intercom system; and perform other incidental work.

It is anticipated that the site improvements for the above properties will be completed within 60 calendar days following the Notice to Proceed.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, AZ Home Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by AZ Home Inc.

#### **ENVIRONMENTAL DOCUMENTATION:**

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (a)(3)(ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

#### **CONTRACTING PROCESS:**

On July 6, 2005, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject properties. Invitations for Bids were mailed to 445 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight local newspapers and on the County WebVen website. Seven bid packages were requested and distributed.

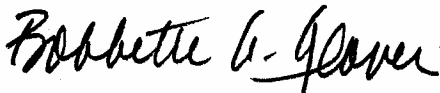
On August 5, 2005, five bids were received and formally opened. The lowest bidder, WE Construction, submitted a letter of withdrawal due to miscalculations on its bid. The second lowest bid, submitted by AZ Home, Inc., was determined to be the most responsive and is being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

**IMPACT ON CURRENT PROJECT:**

The proposed Contract will provide security to the site for the Whittier Manor senior housing development and enhance the environment for the Sundance Vista family housing development.

Respectfully submitted,

  
for CARLOS JACKSON  
Executive Director

Attachments: 2

CJ:MD:Sundance\_Whittier Manor

## ATTACHMENT A

### Summary of Outreach Activities

On July 6, 2005, the following outreach was initiated to identify a contractor for site improvements at the Sundance Vista family and Whittier Manor senior housing developments, located at 10850 S. Laurel Avenue and 11527 Slauson Avenue, Whittier respectively, in unincorporated Los Angeles County.

#### A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News  
Eastern Group Publications  
International Daily News  
La Opinion

Los Angeles Sentinel  
Los Angeles Times  
The Daily News  
WAVE Community Newspapers

An announcement was also posted on the County WebVen website.

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 445 contractors, of which 391 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, seven bid packages were requested and distributed.

#### C. Pre-Bid Conference and Site Walk

On July 21, 2005, a recommended pre-bid conference and site walk was conducted. Six firms were in attendance.

#### D. Bid Results

On August 5, 2005, a total of five bids were received and publicly opened. Three firms identified themselves as minority-owned. The lowest bidder, WE Construction, submitted a letter of withdrawal due to miscalculations on its bid. The second lowest bidder, AZ Home, Inc., was determined to be the most responsive and is being recommended for the Contract award.



The bid results were as follows:

Company

Bid Amount

WE Construction*	\$ 75,180.00
AZ Home, Inc.	\$113,850.00
California Building Evaluation*	\$175,000.00
Dalaj Int'l Co	\$186,497.00
PCN3, Inc.*	\$192,488.10

\*Minority-owned firm

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
AZ Home, Inc.	Non-minority	Total: 5 0 minorities 1 woman 0% minorities 20% women

F. Minority/Female Participation – Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
WE Construction	Minority	Total: 5 5 minorities 1 woman 100% minorities 20% women
California Building Evaluation	Minority	Total: 4 4 minorities 1 woman 100% minorities 25% women
Dalaj Int'l Co.	Non-Minority	Total: 2 0 minorities 0 women 0% minorities 0% women

PCN3, Inc.

Minority

Total: 10  
10 minorities  
0 women  
100% minorities  
0% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## **Contract Summary**

**Project Name:** Sundance Vista & Whittier Manor Site Improvements  
**Location:** 10850 S. Laurel Avenue, Whittier, CA 90605 and 11527 Slauson Avenue, Whittier, CA 90606  
**Bid Number:** CM-05-058  
**Bid Date:** August 5, 2005  
**Contractor:** AZ Home, Inc.  
**Services:** Site improvements at Sundance Vista, including: construction of a basketball area and installation of a new eight-foot high wrought iron fence between the proposed basketball area and the housing units; installation of three new window guards with emergency foot releases to protect unit windows from the basketball play area; removal of five concrete wheel stops in the parking lot and re-striping of the parking lot; installation of new low fencing to discourage heavy foot traffic through the front yards for four housing units; construction of a new recreation area with three benches, a trash receptacle, a barbecue grille, and a picnic table; installation of new landscaping and modifications to the existing irrigation system; and other related work. Also included are site improvements at Whittier Manor, including: installation of new three-foot-high wrought iron fencing on top of existing concrete block walls along the north, east, and south sides of the property; securing existing fence panels and the gate towards the north side rear yard; replacement of existing fence panels and widening of the concrete area by the main entrance gate; adding fence pickets to increase the height of two existing gates along the south side of the property; replacement of a total of 14 wall mounted exterior light fixtures to match existing lights throughout the housing development; replacement of the existing intercom system; and other related work.

**Contract Documents:** Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Construction Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within sixty (60) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum

of **Four Hundred Dollars (\$400)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **One Hundred Thirteen Thousand Eight Hundred Fifty Dollars (\$113,850.00)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency: \$22,770.00**



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of the County of Los Angeles**

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**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

November 16, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE ELEVATOR MAINTENANCE SERVICES CONTRACT FOR  
14 SENIOR HOUSING DEVELOPMENTS (ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute a one-year contract for Elevator Maintenance Services (Contract), and all related documents, with Excelsior Elevator Corporation, to provide elevator maintenance services for 36 elevators located at the 14 senior housing developments identified in Attachment B, and to use for this purpose a total of \$52,373.16, comprised of \$43,748.60 in Conventional Public Housing Program funds allocated by the U.S. Department of Housing and Urban Development (HUD) and \$8,624.56 in Project-Based Section 8 Program funds allocated by HUD.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the one-year Contract, following approval as to form by County Counsel, to extend the time of performance for a maximum of two years, in one-year increments, at \$53,421.00 for the second year and \$54,488.64 for the third year, using funds to be approved through the annual budget process.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute all necessary administrative amendments to the Contract as well as any amendments to increase the compensation amount, following approval as to form by County Counsel, in an amount not to exceed 25 percent per year, to provide for any



unforeseen needed elevator maintenance services, using the same sources of funds described above.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to approve the attached Contract for elevator maintenance services for 36 elevators located at 14 senior public housing developments throughout Los Angeles County.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The maximum amount for all three years of the Contract, if fully extended, will be \$160,282.80, excluding any contingency monies.

For the first year of services under the Contract, the Housing Authority will use a maximum of \$52,373.16, comprised of \$43,748.60 in Conventional Public Housing Program funds from HUD, and \$8,624.56 in Project-Based Section 8 Program funds from HUD, included in the Housing Authority's approved Fiscal Year 2005-2006 budget for this purpose.

After the first year, the Housing Authority may extend the Contract for an additional two years, in one-year increments, at \$53,421.00 for the second year and \$54,488.64 for the third year, contingent upon the availability of funds. Funds for years two and three of the Contract, if extended, will be included in the Housing Authority's approved budget through the annual budget process.

A 25 percent contingency, in the amount of \$13,093.29 for the first year, \$13,355.25 for the second year, and \$13,622.16 for the third year, is also being set aside to provide for any unforeseen necessary elevator maintenance services, using the same yearly source of funds described above. Such services may include the removal of storm water from elevator pits, after-hours authorized work, or emergency calls to release persons trapped in an elevator car.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Housing Authority operates 14 housing developments with elevators that serve approximately 1,560 senior and disabled residents. The Housing Authority's current elevator maintenance contract will expire on December 16, 2005. The Housing Authority, therefore, wishes to enter into the attached Contract with Excelsior Elevator Corporation for continued elevator maintenance services.

Services will include monthly inspections of the machinery, pump unit, motor, controller, valves, dispatching equipment, governor, car, hoistway, switches, and lighting, and

emergency recall testing. Emergency requests for service, beyond regular maintenance service, will be billed at a fixed rate of \$165 per hour for the first year, and \$170 and \$175 per hour for the second and third years, respectively.

Additionally, the State of California requires a Static Load Test every five years, with the costs to provide these tests at \$865 per hydraulic elevator and \$1,375 per traction elevator during the first year. Costs for these tests would increase at the rate of two percent per year. All costs for needed tests and repairs are not included in the Contract amounts and will be paid from regular operating funds in the approved Housing Authority budget.

The proposed services are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) or the General Relief Opportunity for Work (GROW) Programs implemented by the County of Los Angeles. Instead, Excelsior Elevator Corporation must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and executed by Excelsior Elevator Corporation.

#### **ENVIRONMENTAL DOCUMENTATION:**

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), this project is excluded from the National Environmental Policy Act, because it involves activities that will not alter existing environmental conditions. The action is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060 (c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

#### **CONTRACTING PROCESS:**

On September 12, 2005, an Invitation for Bids (IFB) process was initiated to identify qualified licensed contractors to provide elevator maintenance services for the Housing Authority. Notices were mailed to 30 firms identified from the Housing Authority's vendor list. Announcements appeared in nine local newspapers and on the County's WebVen website. A copy of the IFB was also posted on the Housing Authority's website. As a result of the outreach, seven bid packets were requested and distributed.

On September 29, 2005, six contractors participated in a Pre-Bid Conference. On October 13, 2005, the Housing Authority received one bid from Excelsior Elevator Corporation. Excelsior Elevator Corporation is the current contractor providing elevator

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maintenance services to the Housing Authority. During the past three-year term, Excelsior Elevator Corporation has provided good and reliable service to the housing developments. Therefore, the Housing Authority is recommending Excelsior Elevator Corporation for award of the Contract.

The Summary of Outreach Activities is provided in Attachment A.

**IMPACT ON CURRENT PROGRAMS:**

The Contract will help to ensure that all elevators provide safe and reliable service at the senior housing developments.

Respectfully submitted,

  
for CARLOS JACKSON  
Executive Director

CJ:ajm:elevator\_Maint\_Srs

Attachments: 3



## **ATTACHMENT A**

### **CONTRACT FOR ELEVATOR MAINTENANCE SERVICES**

#### Summary of Outreach Activities

On September 12, 2005, the following outreach was initiated to identify qualified firms to provide elevator maintenance services for 36 elevators at 14 housing developments throughout Los Angeles County.

A. Invitation for Bids (IFB) Advertising

IFB announcements appeared in the following nine local newspapers:

Antelope Valley Press  
The Daily News  
Eastside Sun  
La Opinion  
International Daily News

Los Angeles Sentinel  
Los Angeles Times  
Long Beach Press Telegram  
Wave Publications Group

The announcement was also posted on the County's WebVen website and on the Housing Authority's website.

B. Distribution of Bid Packets

The Housing Authority's vendor list was used to mail out the IFB to 30 contractors, of which eight identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, seven bid packets were requested and distributed.

C. Pre-Bid Conference

On September 29, 2005, six contractors participated in a Pre-Bid Conference.

D. Bid Results

On October 13, 2005, one bid was received from Excelsior Elevator Corporation for a three-year total amount of \$160,282.80 for the monthly maintenance of 36 elevators at 14 senior housing developments located throughout Los Angeles County. The bid submitted was determined to be responsive to the requirements in the IFB and is, therefore, being recommended for the Contract award.

E. Minority/Female Participation – Selected Firm

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Excelsior Elevator Corporation	Female	Total: 13 7 Minorities 2 Women 54% Minorities 15% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B  
SITE LISTING FOR ELEVATOR MAINTENANCE SERVICE

<u>Site</u>	<u>Number of Elevators</u>
<b>District 1</b>	
Nueva Maravilla (Seniors) 4919 Cesar E. Chavez Ave. Los Angeles, CA 90022	4
Francisquito Villa 14622 Francisquito Ave. La Puente, CA 91746	2
Herbert Avenue Apartments 133 Herbert Ave. Los Angeles, CA 90063	1
<b>District 2</b>	
South Bay Gardens Apartments 230 E. 130 <sup>th</sup> Street Los Angeles, CA 90061	2
<b>District 3</b>	
Kings Road Apartments 800 – 801 North Kings Rd. West Hollywood, CA 90069	4
West Knoll Apartments 838 West Knoll Dr. West Hollywood, CA 90069	2
Palm Apartments 959 Palm Ave. West Hollywood, CA 90069	2

**District 4**

Whittier Manor 2  
11527 Slauson Ave.  
Whittier, CA 90606

Marina Manor I & II 4  
3401 & 3405 Via Dolce  
Marina del Rey, CA 90292

Carmelitos (Seniors) 2  
761 & 817 Via Carmelitos  
Long Beach, CA 90805

Lomita Manor 2  
24925 Walnut Street  
Lomita, CA 90717

**District 5**

Foothill Villa 3  
2423 Foothill Blvd.  
La Crescenta, CA 91214

Orchard Arms 4  
23410 – 23540 Wiley Canyon Rd.  
Valencia, CA 91355

Lancaster Homes 2  
711 – 737 West Jackman Street  
Lancaster, CA 93534

**TOTAL NUMBER OF ELEVATORS AT 14 SITES: 36**

**CONTRACT SUMMARY**  
**ELEVATOR MAINTENANCE SERVICES**

**Location:** Countywide

**Bid Number:** SS05-022

**Outreach Date:** September 12, 2005

**Contractor:** Excelsior Elevator Corporation

**Services:** Contractor will provide elevator maintenance services for 36 elevators at 14 senior housing developments located throughout the County.

**Contract Sum:** The annual maximum cost is \$52,373.16. If the contract is continued into second and third years, the maximum amount is \$53,421.00 for the second year, and \$54,488.64 for the third year. A 25 percent contingency, in the amount of \$13,093.29 for the first year, \$13,355.25 for the second year, and \$13,622.16 for the third year, is also being set aside to cover any unanticipated, needed elevator maintenance or emergency services.



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755  
323.890.7001 • TTY: 323.838.7449 • [www.lacdc.org](http://www.lacdc.org)



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

November 16, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE RENT COMPARABLE SYSTEM AND RELATED CONSULTING  
SERVICES CONTRACT FOR THE SECTION 8 HOUSING CHOICE VOUCHER  
PROGRAM (ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute a one-year Rent Comparable System and Related Consulting Services Contract (Contract), and all related documents, with Market Vision Partners, LLC, in an amount not to exceed \$125,000, to provide Internet-based rent reasonableness services for the Section 8 Housing Choice Voucher Program, and to use for this purpose a total of \$125,000 in Section 8 Housing Choice Voucher Program Administrative Fees allocated by the U.S. Department of Housing and Urban Development (HUD).
2. Recommend that the Board of Commissioners authorize the Executive Director to extend the Contract time of performance for a maximum of two years, in one-year increments, at \$70,000 each for the second and third years, using funds to be approved through the annual budget process.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the Contract, following approval as to form by County Counsel, in an amount not to exceed five percent per year, to provide for any unforeseen needed consulting services, using the same source of funds.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to approve the award of a Contract with Market Vision Partners, LLC, for rent comparable and reasonableness consulting services for the Section 8 Housing Choice Voucher Program. Rent reasonableness comparisons are a requirement of the program and a constant necessity in the changing rental market.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The maximum amount for all three years of the Contract, if fully extended will be \$265,000, excluding any contingency monies.

The first year of the Contract, in the amount of \$125,000, will be funded with Section 8 Housing Choice Voucher Administrative Fees, allocated by HUD and included in the Housing Authority's approved Fiscal Year 2005-2006 budget. Costs for the first year of services include \$55,000 for system set up and \$70,000 for services.

The second and third years of the Contract will each be funded with \$70,000, using funds to be approved through the annual budget process.

A five percent contingency, in the amount of \$6,250 for the first year, and \$3,500 for each the second and third years of the Contract, is also being set aside to provide for any unforeseen needed services, using the same yearly source of funds described above.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

Rent comparable determinations are a continuing responsibility of the Section 8 Housing Choice Voucher program. Such determinations establish the allowable rents that participating owners may reasonably charge Section 8 voucher recipients. The Housing Authority currently establishes rent reasonableness through continuing research and inspections by Housing Authority field staff when making initial rent determinations, during the annual re-certification process, and in reviewing appeals by participating owners. This process is resource-intensive and time consuming.

Basing determinations of rent reasonableness on continually-refreshed market data and a reliable, commonly-accepted statistical methodology will significantly reduce time demands on staff, allowing staff to focus on service delivery to constituent clients. The Housing Authority, therefore, wishes to enter into a Contract with Market Vision Partners, LLC, for access to online rent reasonableness reports and research for areas throughout Los Angeles County.

Services to be provided under the proposed Contract will include research and data acquisition to set up a County-wide rent comparables database for all neighborhoods, data analysis, training for Housing Authority staff and monthly updates to maintain the system's accuracy and reliability.

The proposed rent comparable system provided by Market Vision Partners, LLC meets HUD requirements, as defined in Code of Federal Regulations 982.507, HUD Notice PIH 2003-12 of May 16, 2003.

Should Market Vision Partners, LLC, require additional or replacement personnel during the term of the Contract, it will give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet the minimum qualifications for the open positions. Market Vision Partners, LLC, will contact the County's GAIN/GROW Division for a list of participants by job category.

The Contract has been approved as to form by County Counsel and executed by Market Vision Partners, LLC.

#### **ENVIRONMENTAL DOCUMENTATION:**

Pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35(b)(3), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is not subject to the provisions of the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

#### **CONTRACTING PROCESS:**

On August 19, 2005, the Housing Authority initiated an outreach to identify a contractor to provide a rent comparable system and consulting services for the Section 8 Housing Choice Voucher Program. Notices of the availability of the Request for Proposals (RFP) were mailed to 353 firms identified from the Housing Authority's contractor list. Advertisements also appeared in the Los Angeles Times newspaper, on the County's WebVen website and the Housing Authority's website. Ten RFP packages were requested and distributed.

On September 12, 2005, four proposals were received. Two proposals were determined to be non-responsive to the requirements set forth in the RFP. The two remaining proposals were evaluated. The proposal submitted by Market Vision



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Partners, LLC, was determined to be the most responsive and lowest cost of the two qualified proposals, and is therefore being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

**IMPACT ON CURRENT PROGRAMS:**

The proposed Contract will allow the Housing Authority to improve the efficiency and effectiveness of its efforts to comply with rent reasonableness requirements, permitting improved services to both clients and participating housing owners.

Respectfully submitted,



CARLOS JACKSON  
Executive Director

CJ:Rent\_Comparable-System

Attachments: 2

**ATTACHMENT A**  
**RENT COMPARABLE SYSTEM FOR THE**  
**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

Summary of Outreach Activities

On August 19, 2005, the following outreach was initiated to identify a contractor to provide a rent comparable system and consulting services for the Section 8 Housing Choice Voucher Program.

**A. Request for Proposals (RFP) Advertising**

An RFP announcement appeared in the Los Angeles Times. The announcement was also posted on the County's WebVen website and on the Housing Authority's website. Email notifications were also sent to three vendors (Market Vision Partner, LLC, Applied Real Estate Analysis, Inc., and Emphasis Computer System), per staff request.

**B. Distribution of Proposal Packets**

The Housing Authority's vendor list was used to mail notices of the RFP to 353 contractors, of which 247 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, 10 proposal packets were requested and distributed.

**C. Proposal Results**

On September 12, 2005, proposals were received from a total of four firms, two of which identified themselves as minority- or female-owned. Two proposals were determined to be non-responsive to the requirements set forth in the RFP. The two remaining proposals were evaluated. The results were as follows:

<u>Contractor</u>	<u>Bid Amount</u>	
	<u>First Year</u>	<u>Three-Year Total</u>
Market Vision Partners, LLC *	\$125,000	\$265,000
Applied Real Estate Analysis, Inc. *	\$561,049	\$1,294,501

\*Female-owned

D. Minority/Female Participation – Firm Selected

<u>Firm Name</u>	<u>Ownership</u>	<u>Employees</u>
Market Vision Partners, LLC	Female	Total: 6 0 Minorities 5 Women 0% Minorities 83% Women

E. Minority/Female Participation – Firm Not Selected

<u>Firm Name</u>	<u>Ownership</u>	<u>Employees</u>
Applied Real Estate Analysis, Inc.	Female	Total: 4 3 Minorities 3 Women 75% Minorities 75% Women

The Housing Authority encourages the participation of minorities and women in the contract award process, including: providing information about the Housing Authority at local and national conferences; conducting seminars for minorities and women regarding the Housing Authority's programs and services; advertising in newspapers to invite placement on the vendor list, and mailing information to associations which represent minorities and women. The above information has been voluntarily provided by the firms.

The recommendation to award the Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## **IT Contract Summary**

**Project Name:** Rent Comparable System and Related Consulting Services  
**Contractor:** Market Vision Partners, LLC  
**Purpose:** The Contract will provide for rent comparable and reasonableness consulting services for the Section 8 Housing Choice Voucher Program.

**Term:** Upon execution, the Contract shall remain in full force for one year, unless sooner terminated in writing, and may be renewed for a maximum of two years, in one-year increments.

**Performance Review:** A performance review shall be conducted no later than annually. Based on the assessment of the performance review, written notification will be given to the Contractor whether the Contract will be terminated at the end of the current year or will be continued into the next Contract year.

**Compensation:** The compensation shall be \$125,000 for the first year of the Contract, which is the total monetary amount payable by the Housing Authority to Market Vision Partners, LLC. If extended, the second and third years of the Contract will each be funded with \$70,000.

**Contract Contingency:** \$6,250 for the first year and \$3,500 for each the second and third years of the Contract.